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| Date |  |

**Return to Work Discussion Form**

**Emergency Leave**

To ensure a constructive and meaningful conversation with your colleague, you can use the following prior to meeting the colleague to complete their Return to Work. Please note authorised Emergency Leave is not included in the Attendance Policy and should not be included when calculating attendance triggers.

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| **Colleague details** | | | | |
| Employee Number |  | Was the absence reporting process followed? | Yes / No |
| Colleague Name |  | | | |
| Dates of absence | From: To:  Number of working days absent: | | | |

Please complete the remainder of the Return to Work with the colleague at their RTW meeting.

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| **Talking about the colleague’s absence** | |
| Are you able to talk to me about any concerns you have, or would you prefer to discuss with another manager? |  |
| Are you okay? |  |
| Tell me about what’s happened that stopped you coming to work?  Capture detail |  |
| Is there any support I can give you to help with what’s happened? |  |
| What other options did you consider? |  |
| If the reason relates to the care of a dependant or child, please ask the following.  Tell me about the support network you have outside of work?  Is there anything I can do to support you going forward with flexible working, parental leave or taking holiday? |  |
| Is there anything else you want to discuss with me today?  Capture detail  Agree a follow up meeting if appropriate in the next month. | Yes / No |

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| **Emergency Leave Details** | |
| Previous absences for Emergency Leave in the last rolling 12 months?  If yes attach relevant absence logs for any absence in the last 12 months to the RTW document before completing the RTW meeting. | Yes / No  Number of occasions:  Number of days: |

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| **Additional Questions** | |
| If the colleague has required Emergency Leave on a number of occasions in 12 months, causing you concern for their attendance at work please ask the following.  You’ve used emergency leave on X occasions in the last 12 months and we’ve discussed support I can provide, is there anything else you want to let me know or talk about so I can support you better?  Is there anything you can do or any lifestyle changes you need to make to help your attendance at work? | Yes / No  Number of occasions:  Number of days: |
| If the colleagues’ attendance levels are still causing you concern, contact ER Services on 0330 606 1001 option 2 to discuss your concerns.  Please remember that emergency leave is a short term unpaid absence to deal with an emergency outside of work, for other types of leave and how to manage them please look here [Leave and time off - Co-op Colleagues (coop.co.uk)](https://colleagues.coop.co.uk/leave-and-time-off) | |
| Discuss with ER Services whether the following advice may be applicable (if it is, share with the colleague)  We’ve discussed the use of emergency leave today and how it is not to be used where alternative arrangements can be reasonably arranged. There are other things we can do to support you such as considering flexible working, parental leave, holiday. It’s important to understand that we may refuse time off for emergency leave if it is unreasonable, in which case it will be classed as unauthorised absence and dealt with as a conduct matter. |  |

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| **Next steps** | |
| Tick the below next steps as appropriate, it is your responsibility to ensure these next steps are actioned. Please attach any documents completed as next steps to the RTW document. | |
| * Call ER Services * Refer to Occupational Health * Offer EAP * QR Code to Colleague Wellbeing Hub for colleague if appropriate | * Complete Work Adjustment Plan * Complete Wellbeing Action Plan * Complete Risk Assessment * Full MHE / Driving Assessment if absence was over 12 weeks * Complete Stress Risk Assessment * Signpost to Colleague Website [Leave and time off - Co-op Colleagues (coop.co.uk)](https://colleagues.coop.co.uk/leave-and-time-off) * Other – please detail |
| Colleague Signature    Date: | |
| Manager Signature    Date | |

The information on this form is confidential. You should store it securely and keep the information only for as long is necessary